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ABSTRACT

This annotated bibliography focuses on two important aspects of the fund-seeking process: locating agencies whose interests and goals are similar to those of the proposed project, and preparing a written proposal which is tailored to meet the particular funding requirements of the chosen funding agency. The 33-citation first section emphasizes funding sources, listing directories of agencies involved in funding development projects, guides to activities funded by specific agencies, and sources. Some directories include lists of agencies providing other relevant resources. The second section cites 24 sources related to preparing and writing project proposals and includes documents written for specific audiences, guides to preparing proposals for specific agencies, and sources for assistance in writing proposals in general. (LMM)

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ANNOTATED BIBLIOGRAPHY #11

Acquiring Financial Resources for NFE Projects: A Selected, Annotated Bibliography

Prepared by

Sara Sherman Cummins
and the staff of the
Non-Formal Education Information Center

1983

NON-FORMAL EDUCATION INFORMATION CENTER
College of Education, Michigan State University
237 Erickson Hall
East Lansing, Michigan 48824-1034, USA

(517) 355-5522

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This series of Annotated Bibliographies is published by the Non-Formal Education Information Center in cooperation with the Agency for International Development, Bureau of Science and Technology, Office of Education.

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FOREWORD

Through its series of Annotated Bibliographies, the Non-Formal Education Information Center seeks to facilitate the sharing of materials among those actively engaged in non-formal education for development. The field of non-formal education is being built not only by a diverse transnational network of researchers and practitioners, but also by persons who are themselves the beneficiaries of non-formal education. For this reason, relevant literature is burgeoning from a variety of sources often eluding those most eager to access it.

In the years that the Non-Formal Education Information Center has been in operation we have received an increasing number of requests related to funding -- both for NFE projects and in support of individual training. Although we do not have a large collection on the topic of funding, this bibliography entitled "Acquiring Financial Resources for NFE Projects" attempts to share some relevant materials with those concerned about this topic.

It has been compiled from the resource collection of the Non-Formal Education Information Center and is the eleventh in our series of annotated bibliographies.

No. 1 Women in Development

No. 2 Non-Formal Education and Health

No. 3 Literacy and Basic Education

No. 4 Projects, Training, and Strategies for Generating Income

No. 5 Managing Development Projects

No. 6 Children: Health, Education, and Change

No. 7 Non-Formal Education and the Handicapped in Developing Countries

No. 8 Appropriate Technology

No. 9 Nutrition and Food--Education, Policy, and Practice

No. 10 Non-Formal Education and Agriculture

No. 11 Acquiring Financial Resources for NFE Projects

The materials included in this bibliography have been brought to our attention by persons in the worldwide NFE network. We have included full information on document sources to assist readers in acquiring items of interest.

Though many staff members made important contributions to this bibliography, special acknowledgement is due to Doree Mehretu, Evelyn Price, Louis Rutaremara, and Lela Vandenberg. Lynn Joesting, Sam Oleka, and Kaji Shestra also played a significant role in the development of the bibliography. In recognition of others who have contributed to this publication the last page lists individuals who have served on the Center staff between 1976 and 1983.

We welcome suggestions from our readers.

Mary Joy Pigozzi
Director
Non-Formal Education Information Center

INTRODUCTION

Worldwide there are individuals and organizations seeking to contribute their time and energy to human development efforts in their own communities or elsewhere. Unfortunately the willingness is not, in itself, enough; development projects and programs may require money. In North America and Europe there is fairly easy access to information on the funding process. Those who live in other regions often lack access to this important information, however. And, it is those people who are often in greatest need of it and the funding to which it may lead. It is for these people that the Non-Formal Education Information Center has compiled this bibliography from its resource collection.

The first step in the process of seeking funding is to locate agencies whose interests and goals are similar to those of the proposed project. The second step is to prepare a written proposal which is tailored to meet the particular requirements of the chosen funding agency. With these two steps in mind, this bibliography has been organized in the following manner:

1.0 Funding Sources: contains directories of agencies involved in funding development projects, guides to activities funded by specific agencies, and sources describing types of funding available. Some directories also include lists of agencies providing other relevant resources.

2.0 Preparing and Writing Project Proposals: includes documents written for specific audiences, guides to preparing proposals for specific agencies, and sources for assistance in writing proposals in general.

1.0 FUNDING SOURCES

FUNDING SOURCES

The literature on the funding process stresses the importance of the personal nature of the relationship between those who seek funds and those who grant them. This relationship is important because through it a spirit of cooperation and mutual trust can develop. Both parties have an important stake in the progress of the proposal and its ultimate acceptance or rejection. Through cooperation each party can communicate its needs and concerns to the other and assist in the meeting of those needs. Equally important is the element of trust. Just as the funding agency must have confidence that the organizations to which it grants funds are trustworthy, grantees need to know that guidance will be available when necessary.

Locating sources of funding is a process requiring both initiative and persistence. Since each funding agency has its own priorities, it is important to find an agency whose goals coincide with the proposed project. It is through common interests that cooperation can develop. Directories containing the topical and geographical foci of funding agencies are numerous. From the information in these directories one can often locate potential project sponsors. Other helpful documents include the annual reports of funding agencies and other documents published which describe the projects previously funded by certain agencies. Also important are information networks which collect and circulate names of possible funding sources.

Once possible sponsors--that is, those with goals similar to those of the agency or project for which support is sought--have been identified, a series of questions can often be raised. For example, is enough known about the potential sponsors? Are they respected? Are there individuals who can discuss the organizations' interests and requirements? Would it be advantageous for reasons of communication and site visits to work with a sponsor that is located nearby? Will selection of national or international funding agencies (rather than locally based ones) result in the need to learn new bureaucratic patterns?

After an appraisal of the agencies under consideration, it is possible to select one to which a project idea might be submitted. (Sometimes it is appropriate to share the idea with more than one potential sponsor.) The initial contact may be oral or through a letter of inquiry. This letter need not be an extensive written proposal, but rather a brief introduction to the organization and its planned project. This initial contact serves as a tool of introduction and opens up lines of communication. At this point the agency will respond as to whether it will consider supporting the idea. If the agency is interested, further discussions and proposal writing can ensue. In this way the grantor and the grantee can work through the entire proposal writing process together, gradually building confidence and trust.

Agency for International Development (AID). A Pocket Guide to Women in Development Resources in the United States. n.d. Office of Women in Development (WID), AID, Department of State, Washington, D.C. 20523, USA.

Produced by the WID office of AID this "pocket guide" provides brief descriptions of seventeen US-based centers for resource information on women in development. Also included are addresses for a few sources located abroad. 23 pp.

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AID Research and Development Abstracts (ARDA). AID/DIHF/ARDA, 7222 47th Street, Chevy Chase, Maryland 20815, USA.

A quarterly journal which presents abstracts of AID-funded research activities. Provides information on the types and scope of AID-funded projects.

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American Public Health Association. Primary Health Care: Bibliography and Resource Directory. 1982. International Health Programs, American Public Health Association, 1015 Fifteenth Street, N.W., Washington, D.C. 20005, USA.

As part of the Primary Health Care series, commissioned by the United States Agency for International Development (AID), this document provides information on the implementation of primary health care projects. Included is a listing of private donors of pharmaceuticals and medical equipment, international and private donors of financial assistance, and resources on proposal writing. 67 pp.

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Boynes, Wynta (ed.) U.S. Non-Profit Organizations in Development Assistance Abroad: TAICH Directory 1978. Technical Assistance Information Clearing House (TAICH) of the American Council of Voluntary Agencies for Foreign Service, Inc., 200 Park Avenue South, New York, New York 10003, USA.

Identifies over 450 non-profit organizations based in the US that offer development assistance abroad. Each entry details general information such as name, address, and executive staff, and describes the objectives, types of assistance programs and the publications offered by each institution. Also contains a category index that outlines which of these organizations support research in specific areas such as education and health, and a country index that shows which institutions are involved in research in each country in Africa, Asia, and Latin America. 525 pp. (A supplement, U.S. Non-Profit Organizations in Development Assistance Abroad: TAICH Directory Supplement I [August 1980, 54 pp.] also is available from TAICH.)

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Buck, Elizabeth Bentzel and David J. Radel (eds.). Directory of IEC Assistance and Services. Third Edition. 1976. East-West Communication Institute, 1777 East-West Road, Honolulu, Hawaii 96848, USA.

This practical, easy to use guide, prepared by the East-West Communication Institute, contains profiles of 78 agencies that provide information, education and communication (IEC) assistance for population and family planning programs. Each profile includes an address and explanation of the organization, its IEC activities and how to obtain its assistance. In cases where organizations do not provide financial assistance it describes their training programs, information and/or consultative services. A beneficial source for family planning and population administrators as well as for staff of international agencies involved in mass media programs. 214 pp.

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Canadian Council for International Co-operation (CCIC). Directory of Canadian Non-Governmental Organizations Engaged in International Development. 1982. CCIC, 321 Chapel Street, Ottawa, Ontario K1N 7Z2, Canada.

Put together by CCIC, this directory is of interest to those seeking information on the international development efforts of non-governmental organizations in Canada. The directory provides a range of information on each organization. Its descriptions of the objectives of sponsored activities, geographical focus, and expenditures on development assistance for each listed organization are of special interest to anyone involved in locating appropriate funding sources. In English and French. 264 pp. (French title: Repertoire des Organismes Non-Gouvernementaux Canadiens Engages dans le Developpement International.)

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Carnegie Corporation of New York. Annual Report. 1982. Carnegie Corporation of New York, 437 Madison Avenue, New York, New York 10022, USA.

The Carnegie Corporation of New York is a foundation whose main objective is to promote "the advancement and diffusion of knowledge and understanding." In keeping with this objective it provides grants for specific programs relating to higher education; early childhood, elementary, and secondary education; public affairs; and international programs. This annual report includes information on the types of programs funded by the corporation, what is necessary to initiate the process of consideration for funding, a listing of grants awarded during the previous year, and a description of each program receiving a grant, as well as the total amount of the grant provided. 109 pp.

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The Charles Stewart Mott Foundation. A Guide to Community Education Resources. 1979. The Charles Stewart Mott Foundation, Mott Education Building, Flint, Michigan 48502, USA.

A brochure listing community education sources in the US. Addresses of centers for community education development are given state by state. Names and addresses of coordinators of Project SNAP (Stimulating the Neighborhood Action Process) are also provided. Many of the listed centers are partially funded by the Mott Foundation. 29 pp.

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Creative Associates, Inc. Directory of Development Resources. 1981. Directory of Development Resources, S&T/DIU, Room 509, SA-14, Agency for International Development (AID), Department of State, Washington, D.C. 20523, USA.

Produced for AID, this directory is a comprehensive listing of development organizations which offer financial, informational, and/or technical aid in both the US and abroad. US resources listed are those presently contracting with AID. Foreign resources were recommended for inclusion by AID missions. 342 pp.

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Dayton, Edward R. (ed.). Mission Handbook: North American Protestant Ministries Overseas. Tenth Edition. 1973. Missions Advanced Research and Communication Center (MARC), 919 West Huntington Drive, Monrovia, California 91016, USA.

This handbook provides a survey of Protestant Christian missionary activity worldwide. Summaries of each mission include descriptions of activities, geographic focus, and history of sponsored activities. 645 pp. (1982 edition recently published.)

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Fundacion Dominicana de Desarrollo (FDD). Organizaciones Voluntarias de Accion Social. 1979. FDD, Apartado Postal No. 857, Santo Domingo, Z.P. No. 1, Dominican Republic.

Catalog of Dominican Republic-based volunteer organizations working in social assistance, education, development, health, and related areas. Each entry includes an agency's address and phone number, general goals, legal status, and lists of members of the board of directors. Legal requirements for incorporation as an organization are also listed. Published bi-annually. In Spanish. 119 pp.

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Hosken, Franziska (ed.). International Directory of Women's Development Organizations. 1977. Agency for International Development (AID), Department of State, Washington, D.C. 20523, USA.

Providing "the basic contacts for communication among women's organizations, resource groups, and the international community" is the goal of this handbook. The emphasis is on women's organizations in developing countries, but some other organizations that address women's issues are also included. In addition, other directories of women's organizations are listed. 311 pp.

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International Agricultural Development Service (IADS). Agricultural Assistance Sources. 1980. IADS, 1133 Avenue of the Americas, New York, New York 10036, USA.

Enumerates sources of financial assistance, technical services, training, and specialists available to agricultural projects free of charge. The book lists the addresses, technical expertise and current programs in agriculture of eighteen organizations and bilaterial programs in sixteen countries. Primarily useful to governments of developing countries and to aid organizations, this book is also of interest to individuals or groups needing information on funding and training opportunities available through their governments. 251 pp.

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IWTC Newsletter. "Women, Money, and Credit." No. 15, Second Quarter, 1981. International Women's Tribune Centre (IWTC), 305 East 46th Street, New York, New York, 10017, USA.

This issue of a quarterly journal on women's development projects and resources is devoted to how individual women and women's groups can use credit for income producing activities. It identifies and explains the advantages and disadvantages of various lending sources. Informal sources are listed as friends, relatives, and local contribution clubs; whereas, formal sources include banks and special programs which loan money to promote women's involvement in the business community. Addresses and descriptions of such programs are given as well as a bibliography on resources for women to acquire credit. 32 pp. (Also of interest is "Women Making Money", No. 18, First Quarter 1982, which provides the names and brief descriptions of several national and international financial assistance programs for women and their small business ventures. pp. 18-19.)

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Joint Committee for the Promotion of Aid to Cooperatives (COPAC) Secretariat. Directory of Agencies Assisting Cooperatives in Developing Countries. 1978. COPAC, Food and Agricultural Organization, Via delle Terme di Caracalla, 00100 Rome, Italy.

Prepared mainly to aid "cooperatives and government departments seeking external assistance for projects in the cooperative sector," this directory gives the names and addresses of organizations that provide such assistance. Included is a summary of the types of projects funded by each institution, as well as an explanation of the degree to which assistance is available. Also contains a listing of training courses offered by some of the agencies included in the directory. 68 pp.

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Lawson, Robert W. "Small Grant--Big Impact." Development Forum. Vol. 9, No. 3, April 1980. Development Forum General Edition, DESI, C-527, United Nations, 1211 Geneva, Switzerland.

The author introduces the "Trickle Up Programme" which was designed to provide small grants, usually less than US$100, to community based groups willing to make time and energy commitments to the development of work projects. In turn, these work projects contribute to the local economic development and encourage people to pursue small-scale business and commercial activities. p. 10. (For further information contact Leet and Leet Consultants, 54 Riverside Drive, New York, New York 10024, USA.)

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Lett, Norman and Ronald Macfarlane (eds.). Commonwealth Caribbean Directory of Aid Agencies. 1978. The Commonwealth Foundation, Marlborough House, London SW1Y 5HX, England, UK.

Produced by The Commonwealth Foundation as a source of information for those seeking technical assistance from both governmental and non-governmental aid agencies in the Caribbean. It also mentions special scholarship awards and study grants. A great number of these are specifically earmarked for those in the Caribbean, but some are available to nationals of other regions. 128 pp.

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Levin, David. A Foreign Student's Guide to Study in the United States. n.d. US Department of Education, Washington, D.C. 20202, USA.

Produced by US Department of Education to assist foreign students coming to study in the United States. The guide provides appropriate sources of information on accreditation, organizations and agencies of assistance to foreign students from particular areas and particular fields of study, organizations administering foreign students' exchange programs in the US and various US embassies and overseas consulates. 29 pp.

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Lodha, S.S. (ed.) Directory of Organizations Involved in Rural Development and Appropriate Technology. n.d. Centre for Rural Development and Appropriate Technology (CRDAT), Indian Institute of Technology, Hauz Khas, New Delhi 110016, India.

Aiming to reduce the information and communication gap among the numerous organizations involved in rural development in India, the CRDAT has compiled this directory. Organizations are listed indicating their specific involvement in education, health, agriculture, and/or appropriate technology (the availability of funding from these organizations is not given). Listings are primarily of Indian organizations arranged by state. Also included are a select number of foreign organizations and industries working for Indian rural development. 92 pp.

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Lurie, Joe and Jonathan Miller (eds.). A Foreign Student's Selected Guide to Financial Assistance for Study and Research in the United States. 1983. Adelphi University Press, Levermore Hall, Garden City, New York 11530, USA.

A directory providing information sources for those seeking financial assistance to attend colleges and universities in the United States. 327 pp.

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Mackay, Bruce (compiler). Rural Technology in the Commonwealth: A Directory of Organizations. Second Edition. 1980. Food Production and Rural Development Division, Commonwealth Secretariat, Marlborough House, Pall Mall, London SW1Y 5HX, England, UK.

A guide to organizations that are involved in full or in part in the development of rural technology. Focusing on descriptions of the technologies of these organizations which have been successfully adopted, it also contains information on the progress of their current projects. In addition, the guide provides information on the specific types of resources (informational, technical, human, and financial) offered by each organization. 128 pp.

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Michigan State University Libraries. Grants Available to Individuals. Reference Subject Guides Series, No. 5. 1982. Michigan State University Libraries, Reference Library, Michigan State University, East Lansing, Michigan 48824-1048, USA.

A bibliography of sources of financial assistance for education and research available to individuals. 1 p.

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Michigan State University Libraries. Sources of Foundation, Federal and Corporate Grants. Reference Subject Guides Series, No. 4. 1982. Michigan State University Libraries, Reference Library, Michigan State University, East Lansing, Michigan 48824-1048, USA.

A bibliography that lists directories of private, government, and corporate grants as well as sources for grants to study and research the arts and humanities, education, target populations, social sciences, and sciences. 6 pp.

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Overseas Development Institute. Development Guide. Third Edition. 1978. George Allen and Unwin Ltd., 40 Museum Street, London WC1A 1LU, England, UK.

An alphabetical listing of British organizations actively involved in overseas development and training. The guide provides the names, addresses, primary objectives, research and training programs, and funding sources of 198 organizations concerned with development. 216 pp.

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Peace Corps. Resources for Development. Manual Number 3A. 1981. Peace Corps, Information Collection and Exchange, 806 Connecticut Avenue, N.W., Washington, D.C. 20523, USA.

Provides both development workers and local communities with information on funding organizations and with tips on efficient use of received funds. While acknowledging the necessity to rely on external aid in some cases, the authors contend that communities which tap local resources will minimize external dependency. Identification of local resources (human, informational, natural, material, technical, and financial) is crucial in assessing the necessity of external funding. In a funding request special attention needs to be given to a clear definition of project's goals and its cultural appropriateness. An index chart of all listed organizations indicates the type of resources and activities of each organization. 202 pp.

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Sanchez, Elsa Fung. "Matching Local Development Needs with Outside Funding." Ideas and Action. No. 127, 1979/1. Food and Agriculture Organization of the United Nations (FAO), Via delle Terme di Caracalla, 00100 Rome, Italy.

Based on the results of a workshop on promotion organizations (POs) which took place in Costa Rica in 1978, this article defines a PO and its role and suggests ways to plan and implement a project. A PO is meant to facilitate the interaction between external aid donors and local groups requesting assistance for a project. POs should promote local initiative, organizations, and participation in program solving, helping the community to become aware of its own strengths and needs. As a result of the workshop the Latin American Association of Promotion Organizations was formed and funded. pp. 4-6.

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Secretariat for Women in Development. About Women in Development. 1978. New TransCentury Foundation, 1789 Columbia Road, N.W., Washington, D.C. 20009, USA.

This looseleaf resource book contains a directory of projects, a listing of funding resources, and a series of case studies. The funding section provides an introduction to the process of fund seeking and emphasizes the importance of the personal relationship that needs to be developed between the fund seekers and the funding source to ensure good communication between both parties. 127 pp. (The funding section of the kit is available in Spanish as Recursos de Financiamiento para Proyectos de la Mujer en Desarrollo, 111 pp. Also available is an updated Directory of Projects Involving Women, Vol. 3, 1980.)

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Shirkie, Rowan (compiler). International Development Research Centre Projects 1970-1978. 1979. International Development Research Centre (IDRC), Box 8500, Ottawa K1G 3H9, Canada.

A guide to all projects that received financial support from the IDRC between 1970 and 1978. The projects are categorized into four divisions: 1) Agriculture, Food, and Nutrition Sciences; 2) Health Sciences; 3) Information Sciences; and 4) Social Sciences. Within each section, entries are organized chronologically beginning with 1970 and include information regarding the grant recipient and its research objectives, and the amount of the grant and its expected duration. 92 pp. (Also available in French and Spanish. The Spanish version [1979, 96 pp.] is entitled Centro Internacional de Investigaciones para el Desarrollo Proyectos 1970-1978.)

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Solidarios. Catalogo de Instituciones de Desarrollo sin Fines de Lucro en America Latina. Second Edition. 1981. Consejo de Fundaciones Americanas de Desarrollo, Apartado Postal 620, Santo Domingo, Dominican Republic.

Catalog of non-profit development organizations in Latin America. Organized by country, each entry includes information on an institution's executive committee, name and title of its director, objectives, programs and activities, legal status, and other information provided by the organization. In Spanish. 407 pp.

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TAICH Country Report: Development Assistance Programs of U.S. Non-Profit Organizations. Technical Assistance Information Clearing House (TAICH) of the American Council of Voluntary Agencies for Foreign Service, Inc., 200 Park Avenue South, New York, New York 10003, USA.

A series of reports, periodically updated, "which describe by country the development assistance activities of the U.S. non-profit sector." Each report outlines the development and support programs sponsored by US-based non-profit organizations working within a specific country. Included for each organization is a list of its current projects, information on whether it offers financial and/or advisory assistance, and its US and foreign addresses.

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United Nations Fund for Population Activities. Population Programmes and Projects: Volume I, Guide to Sources of International Population Assistance. 1979. United Nations Development Programme (UNDP), United Nations Fund for Population Activities, One United Nations Plaza, New York, New York 10017, USA.

International Population Assistance is a term which encompasses both direct financial grants and loans and indirect funding, technical assistance, training programs, research and advisory services, and informational material offered by and provided for organizations involved with population activities. This guide is divided into four major sections: I. Multilateral Organizations & Agencies; II. Regional Organizations & Agencies; III. Bilaterial Organizations & Agencies; and IV. Non-Governmental Organizations, University Centres, Research and Training Institutes. Each segment lists organizations providing population assistance, their main objectives, the type of assistance they provide, as well as other pertinent information. 412 pp. (Also available from United Nations Fund for Population Activities: Population Programmes and Projects: Volume II, Inventory of Population Projects in Developing Countries Around the World. [1977/78, 555 pp.] A guide designed "to show, at a glance, by country, internationally-assisted projects funded, inaugurated or being carried out by multilateral, bilateral, and non-governmental and other agencies and organizations during the reporting period.")

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United Nations Non-Governmental Liaison Service. United Nations Development Education Directory for Non-Governmental Organizations in Industrialized Countries. Second Edition. 1981. United Nations Non-Governmental Liaison Service, Palais des Nations, CH-1211 Geneva 10, Switzerland.

A valuable sourcebook describing the UN services available to non-governmental organizations (NGOs). The emphasis of the sourcebook is on US support services for development education activities. Additional information includes other UN sources of development information, special services offered by the UN, and a listing of the various types of publications available from UN statistical offices. 68 pp.

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Worthington, Linda (ed.). Who's Involved With Hunger: An Organizational Guide. Third Edition. 1982. World Hunger Education Service, 2035 P Street, N.W., Washington, D.C. 20036, USA.

This edition updates the 1979 description of private voluntary, government, and religious organizations involved in hunger related issues. Private voluntary organizations presented are limited to those organizations which serve within the US as major sources of educational materials on development issues. Listings within the government organizations include the United Nations and other multilateral agencies, US Congressional offices, and US Federal government agencies. 54 pp.

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2.0 PREPARING AND WRITING PROJECT PROPOSALS

PREPARING AND WRITING PROJECT PROPOSALS

Although individual agencies have their own specific requirements for project proposals, the literature in the NFE Library suggests that there are several general concerns that any proposal must address. First, goals and objectives need to be stated clearly, so that the project can be easily understood by someone unfamiliar with it. To do this, all aspects of the project must be carefully thought through. Because funding agencies have limited funds they cannot take many risks. It is therefore unlikely that funding agencies will take chances on proposals with weak objective statements.

Second, it is important to outline plans for project implementation, record keeping, and evaluation in detail. This can demonstrate to the funding agency that the proposed project is manageable, that potential obstacles have been identified, and that the possibility of a reassessment of goals is being realistically dealt with.

Third, a realistic budget, both in amount of funding and length of time, is necessary. Furthermore, a funding agency may expect or require that the proposing agency identify matching resources--these may be financial or they may be, for example, facilities, personnel, or materials. Also, since funding agencies usually offer time-limited financial assistance, they may need to know what provisions have been made for project self-sufficiency or future sources of funding.

While it is important to carefully describe the above mentioned concerns, (the "who, what, where, when, and how of the project") the manner in which they are presented frequently affects the proposed project's funding potential. According to several of the references included below, a good project idea deserves a clear format of presentation and good writing style. This is particularly important if those making decisions in the funding agency are different from the individuals who have been involved in the dialog through which the proposal was developed.

Proposal writing is not an easy task. Much of the terminology tends to be outside the range of most people's everyday vocabulary. Several of the documents annotated below offer assistance in the task of writing, but proposal writers are also encouraged to take advantage of any available technical assistance in their proposal preparation.

African Training and Research Centre for Women (ATRCW). Information Kit for Women in Africa. 1981. ATRCW, UN/ECA, P.O. Box 3001, Addis Ababa, Ethiopia; or International Women's Tribune Centre (IWTC), 305 East 46th Street, New York, New York 10017, USA.

Prepared by ATRCW and IWTC for planners and administrators of projects for African women, this resource book describes, in straight-forward language, how to develop an idea for a women's project into a written proposal for funding. It identifies potential financial and technical resources in Africa. In order to help disseminate information and improve networking among organizations involved in women's development projects, an annotated list of documents published by ATRCW and information on ATRCW's activities are included. In addition, there is a listing of women's projects in Africa in areas such as agriculture, income generating skills, and management and credit. 192 pp.

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Agency for International Development (AID). Guidelines for Preparing a Research Project Paper. 1978. AID, Department of State, Washington, D.C. 20523, USA.

Guidelines for use in the preparation of a research project proposal for submission to AID. Important elements include the project's: relevance, relationship to existing projects, potential contributions to institution building, and plans for use of research findings. 4 pp.

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Agency for International Development (AID). Unsolicited Proposals for AID: Information for Offerors. 1978. AID, Department of State, Washington, D.C. 20523, USA.

Outlines AID procedures, requirements, and regulations relating to unsolicited proposals. Describes characteristics of a suitable proposal and includes definitions of terms that may be helpful in interpreting regulations. 7 pp.

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Alderson, Jeff (ed.). Oxfam Field Directors' Handbook. Revised Edition. 1980. Overseas Division, Oxford Famine Relief (OXFAM), 274 Banbury Road, Oxford OX2 7DZ, England, UK.

Outlines Oxfam's objectives and provides extensive guidelines for field staff and project leaders. In addition to the introductory section which includes descriptions of different types of grants available through Oxfam, the handbook contains guidelines on agricultural, health, social development and humanitarian programs, and disaster relief. The sections related to funding include procedures for applying for grants, a list of factors considered by Oxfam when approving funding, and an outline of grant priorities. Most sections conclude with a detailed bibliography and a checklist of questions for planning and evaluation. 454 pp.

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Apps, Jerold W. Improving Your Writing Skills: A Learning Plan for Adults. 1982. Follett Publishing Company, 1010 West Washington Boulevard, Chicago, Illinois 60607, USA.

A manual on how to write in order to communicate effectively. From memos to entire manuscripts, the book covers a wide range of writing requirements. Writing exercises are provided at the end of each chapter. It also includes proposal writing guidelines and a bibliography for further reading. 239 pp.

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Asian and Pacific Centre for Women and Development (APCWD). APCWD Women's Resource Book. 1979. APCWD, c/o APDC, P.O. Box 2444, Kuala Lumpur, Malaysia; or International Women's Tribune Centre (IWTC), 305 East 46th Street, New York, New York 10017, USA.

Special tips and hints on preparing proposals and approaching possible funding agencies make this manual of benefit to project planners and administrators. Presented in simple language, the section on how to write a proposal follows the essential steps of proposal writing and requesting funding. It contains samples of such relevant funding reference materials as a letter requesting funding assistance for a project, a budget, and a project time line. Also included are addresses of regional and country groups in Asia and the Pacific to contact for possible funding and technical assistance, and outlines of the activities of APCWD. 260 pp.

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Bell, Norman T. and George F. Sargent. A Programmed Guide for Proposal Writing--Emphasis: Experimental or Quasi-experimental Research. Dr. Norman T. Bell, College of Education, Michigan State University, 457 Erickson Hall, East Lansing, Michigan, 48824-1034, USA.

This workbook details the five essential aspects of writing a research proposal: identification of the problem, statement of research questions and hypotheses, review of related literature, description of research design and procedures, and description of needed resources. The authors contend that the evaluation of a research design weighs heavily in proposal acceptance or rejection. Therefore a good design should include procedures for precise measurement and efficient analysis, and a thorough check of possible sources of invalidity. Examples and practice exercises are provided. Readers can complete the exercises and end up with draft proposals of their own. The format of the book facilitates self-teaching and could be easily adapted for classroom use. 99 pp.

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Decker, Virginia A. and Larry E. Decker. The Funding Process: Grantsmanship and Proposal Development. 1978. Community Collaborators, P.O. Box 5429, Charlottesville, Virginia 22903, USA.

A guide to developing the skills needed to secure funds for development projects. The authors identify and explore a set of sequential activities that are involved in seeking funds. In addition, a helpful step-by-step procedure for writing a grant proposal is presented. Lastly, the authors stress that careful adherence to the process does not guarantee a successful outcome, and that constant involvement and contact with the funding organizations, as well as good public relations, are essential. Appendices list locations of both national and regional collections of The Foundation Center, an independent agency chartered to disseminate factual information on philanthropic foundations; locations of US Federal Information Centers; and a suggested "basic library" of information sources, with addresses where each can be acquired. 120 pp.

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Helzner, Judith F. Evaluating Small Grants for Women in Development. Office of Women in Development, Agency for International Development (AID), Department of State, Washington, D.C. 20523, USA.

Presents a framework for evaluating the potential of small grant (US$500-US$5000) projects aimed at promoting women's involvement in development. Although the document is directed towards donor agencies, the information provided allows those writing proposals for small grants to see the kinds of issues considered important by funding agencies. 36 pp.

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"How to Find and Ask for Funding." Salubritas. Vol. 4, No. 2, April 1980. American Public Health Association, International Health Programs, 1015 Fifteenth Street, N.W., Washington, D.C. 20005, USA.

Outlines the major components of a letter to a non-governmental organization to request funding. The author presents a composite letter, answering a set of questions most non-governmental organizations would ask about a prospective recipient of their funds. The article includes addresses where one can obtain more information. p. 3.

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Mayo-Smith, Ian. Guidelines to Writing Official Reports. 1978. Kumarian Press, 29 Bishop Road, West Hartford, Connecticut 06119, USA.

A reference manual designed to assist public administrators in the task of writing reports. Initially developed through classroom use in East and West Africa, the manual provides a helpful discussion of the various steps involved in compiling a report, from the initial gathering of information to the actual writing. Of particular interest when preparing funding proposals are the tips provided on the development and correction of various drafts during the writing stage. In addition, the manual covers technical details of style and format. 34 pp.

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Mejia Maruland, Vicky. Movilizando La Mujer. 1980. International Women's Tribune Centre (IWTC), 305 East 46th Street, New York, New York 10017, USA.

A manual designed for women learning how to plan development projects at the individual, community, or national levels. Stressing careful organization and attention to a community's cultural values in the first section, the author outlines the steps involved in defining needs, objectives, strategies, and resources. The second section of the book discusses how to identify and effectively organize human, material, information, and financial resources. Both sections can contribute to the preparation and presentation of a sound project proposal. In Spanish. 287 pp.

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Michigan State University Libraries. Grantsmanship Techniques Bibliography. Reference Subject Guides Series No. 3. 1982. Michigan State University Libraries, Reference Library, Michigan State University, East Lansing, Michigan 48824-1048, USA.

A listing of sources on writing grant proposals and on dealing with both government and foundation grantors. 2 pp.

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The NFE Exchange. "Planning Non-Formal Education Projects." No. 24, 1982. Non-Formal Education Information Center, College of Education, Michigan State University, 237 Erickson Hall, East Lansing, Michigan 48824-1034, USA.

The lead article identifies the components of the planning process to aid those planning non-formal education projects. Within this article a section is devoted to resource planning. It discusses the issues of resource availability, budgeting, and recordkeeping in a general way appropriate to most types of development projects. The discussion provides useful guidelines to consider in project planning and proposal writing. 22 pp.

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The Overseas Education Fund (OEF). The Programmer's Tool Kit. n.d. OEF, 2101 L Street, N.W., Suite 916, Washington, D.C. 20037, USA.

This book outlines the processes of proposal writing and project evaluation in a simple and clear manner. For example, when writing a proposal, it recommends detailing the necessity of the project (why), its definition (what), its staff (who), the manner of its execution and evaluation (how), and last but not least, its cost (how much). A budget guide section specifies the major components of a budget plan. 31 pp.

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"How to Write a Proposal." Horizons. Vol. 1, No. 1, July/August 1982. Publications Division, Office of Public Affairs, Agency for International Development (AID), Department of State, Washington, D.C. 20523, USA.

A brief article outlines the important elements of a standard proposal prepared for submission to AID. p. 9.

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International Women's Tribune Centre (IWTC). Ideas on Proposal Writing and Financial/Technical Assistance. 1982. IWTC, 305 East 46th Street, New York, New York 10017, USA.

Advises women's groups on writing project proposals to secure loans or grants. Also provides an annotated listing of funding agencies, including those of the United Nations, and various governments, foundations, and private agencies. The document gives useful information on identifying the types of funding available and developing a sound financial strategy to include in the proposal. 80 pp.

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International Women's Tribune Centre (IWTC) and New TransCentury Foundation. Funding Issues for Women's Projects. n.d. IWTC, 305 East 46th Street, New York, New York 10017, USA; or New TransCentury Foundation, Secretariat for Women in Development, 1789 Columbia Road, N.W., Washington, D.C. 20009, USA.

Reports on the "Dialogue Between Women from Developing Countries and Donor Agency Representatives" held at the non-governmental organizations' forum during the July 1980 World Conference for United Nations Decade for Women. This overview of funding problems from the standpoint of both funding organizations and women in developing countries concludes with suggestions on improving communication between the two groups in order to facilitate the funding process. 24 pp.

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Jarmul, David. Plain Talk: Clear Communication for International Development. 1981. Volunteers in Technical Assistance (VITA), 1815 North Lynn Street, Suite 200, Arlington, Virginia 22209-8438, USA.

The author shows writers, program planners, and field workers how to write clear simple English that ordinary people can understand. This readable and entertaining manual presents suggestions for planning, rules of simple English, and ways to evaluate the clarity of written work. Also included is a chapter on graphic communication and a list of examples of "development jargon" with alternatives in everyday English. 34 pp.

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Kneerim, Jill and Janet Shur. The Exchange Report. n.d. International Exchange of Development Resources, 26 East 22nd Street, New York, New York 10010, USA.

Based on a series of workshops held at the 1980 World Conference of the United Nations Decade for Women in Copenhagen, Denmark, this report contains a wealth of information on women and development. Of particular interest to proposal writers is a section on financing women's activities which outlines concerns of donor agencies regarding funding. Also discusses issues pertaining to credit and banking. 48 pp.

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The Pathfinder Fund. Women's Program Division Guidelines. n.d. Pathfinder Fund, 1330 Boylston Street, Chestnut Hill, Boston, Massachusetts 02167, USA.

The Women's Program Division (WPD) of the Pathfinder Fund concentrates on projects relating "to the specific and complementary categories of women and family planning and women in development." This document outlines WPD's operating principles, project selection criteria, and implementation strategies for sponsored projects. Information of this type is important to proposal writers, as they must address the concerns of their potential funding agencies. 12 pp.

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Pezzullo, Caroline. Women and Development: Guidelines for Programme and Project Planning. 1982. Distribution Unit, Documents and Publications Service, Comision Economica para America Latina (CEPAL), Casilla 179-D, Santiago, Chile.

Prepared by a CEPAL consultant, this document evolved from the input of women participants at the Caribbean Regional Workshop in Program-Project Planning Skills. It provides guidelines that are adaptable to particular situations for the preparation of a thorough, well documented funding plan which demonstrates objectives, activities, methodology, budget, funding, and assessment. Relevant questions to consider for each stage of the proposal are provided along with exercises to assist the planner in thinking through the proposal. 123 pp.

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Vincent, Warren. Resources on Project Proposals and Data Collection in Developing Countries. 1978. Dr. Warren Vincent, Department of Agricultural Economics, Michigan State University, 216 Agriculture Hall, East Lansing, Michigan 48824-1039, USA.

Presents a bibliography of twenty listings on project proposals and data collection in developing countries prepared for the Seminar-Workshop on "The Development of Non-Formal Education Programs." It is useful to university students and project planners for preparation of proposals, implementation of rural data collection, and analysis of projects in economically developing countries. 2 pp.

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Women and Development Unit (WAND) and International Women's Tribune Centre (IWTC). Caribbean Resource Kit for Women. 1982. WAND, Extra-Mural Department, University of the West Indies, The Pine, St. Michael, Barbados, West Indies; or IWTC, 305 East 46th Street, New York, New York 10017, USA.

Hoping to encourage and strengthen the on-going exchange of ideas, experiences, and resources among women in the Caribbean, WAND and IWTC produced this kit to provide an overview of the wide range of resources and activities for, by, and about women in their own area. The looseleaf kit contains profiles of the Caribbean nations and selected organizations working in agriculture, appropriate technology, communication, education, health, and business. Information on financial and technical assistance, proposal writing, and the funding policies of several foundations and agencies are included. 312 pp.

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THE STAFF OF THE
NON-FORMAL EDUCATION INFORMATION CENTER
1976 - 1983

Niloufer Abeysuriya
Loal Ames
Pervaiz Amir
Carolyn Andree
Darini S. Arulpragasam
Ameneh Azamali
Keith Bletzer
Ellen Bortei-Doku
Earl Brigham
Ron Cadieux
Zachariah Chuenyane
Joan Claffey
Frances Cosstick
Sara Cummins
Owen Dailey
Cecilia Dumor
Jim Fritz
Louis Garcia
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Stella Hansen
Sharon Hart
Mary Kay Hobbs
Terry Hoops
Steve Howard
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M. Noorul Hussain
Lynn Joesting
Crissy Kateregga
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Anne Mason
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Doree Mehretu
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Susanne Morris
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Parunee Tantiwiramanond
Godfred Tiboah-Ansah
Hamdesa Tuso
Dorothy Tweddell
Sue Van Horn
Lela Vandenberg
Linda Gire Vavrus
Genie Wolfson
Linda Ziegahn